



Department of General Services  
Procurement Division  
707 Third Street, Second Floor  
West Sacramento, California 95605

**MASTER SERVICES AGREEMENT  
PUBLIC PAY TELEPHONE SERVICES  
USER INSTRUCTIONS  
*INCORPORATES SUPPLEMENTS 1, 2, & 3***

<b>CONTRACTOR:</b>	<b>PACIFIC TELEMAGEMENT SERVICES</b>
<b>CONTRACT NUMBER:</b>	<b>5-06-58-01</b>
<b>CONTRACT TERM:</b>	<b>May 1, 2006 through April 30, 2009</b>
<b>SERVICE:</b>	<b>PUBLIC PAY TELEPHONE SERVICES (Statewide)</b>
<b>DISTRIBUTION CODE:</b>	<b>ALL CONTRACTING OFFICES; LOCAL AGENCY LIST; MSA CONTRACTORS, PD CENTRAL RECORDS</b>
<b>NOTE: Electronic version of all documents associated with this MSA can be found on the DGS/PD Internet web page: <a href="http://www.dgs.ca.gov/pd">www.dgs.ca.gov/pd</a></b>	

**Any questions regarding this MSA shall be directed to the contract administrator:**

**Department of General Services  
Procurement Division, Multiple Award Program  
Mary Anne DeKoning, Contract Administrator  
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**9/19/08**

**Skip Ellsworth, Manager, Multiple Awards Program (MAP)  
PUBLIC PAY TELEPHONE SERVICES**

# **USER GUIDE**

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# SECTION I

## INTRODUCTION AND GENERAL INFORMATION

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This MSA provides statewide public pay telephone services for the State and participating local governmental entities (agencies). The procurement process was conducted under the Public Contract Code (PCC), Section 12100 et. seq., for the acquisition of Information Technology (IT) and Telecommunications goods and services.

See <http://www.documents.dgs.ca.gov/pd/masters/payphones/PPPContract06.doc> to view the MSA.

This MSA offers the following advantages and benefits to Users:

1. Reduced rates based on aggregated statewide volumes. Maximum pricing has been established.
2. Eliminate extensive advertising, bidding, and contracting procedures by using the less formal standardized MSA ordering process. Three competitive bids are not required.
3. Bidder has been prequalified for the contract and DVBE criteria has already been met.
4. The ordering agency manages the project, approves deliverables, and authorizes payment to the Contractor.

### A. CONTACT INFORMATION

#### DGS CONTRACT ADMINISTRATOR:

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#### CONTRACTOR CONTACT:

Terri Rossi  
Account Executive  
Pacific Telemanagement Services  
14472 Wicks Boulevard  
San Leandro, CA 94577  
(949) 492-5646 - Office  
(949) 361-1390 - Fax  
(949) 226-0318 – Cell  
[terri@jaroth-pts.com](mailto:terri@jaroth-pts.com)

Kurt E. Gibbs  
Vice President of Sales  
Pacific Telemanagement Services  
14472 Wicks Boulevard  
San Leandro, CA 94577  
(703) 310-7200 - Office  
(703) 310-6668 - Fax

### B. TERM OF MSA

The term of the Master Service Agreement (MSA) executed for this service category is May 1, 2006 through April 30, 2009 with two one year options to renew. State agencies may not enter into agreements with an end date extending more than 12-months beyond MSA contract term expiration date. The Department of General Services Procurement Division may utilize the option for two (2), one (1) year contract extensions. If the current contract is extended, a supplement will be issued noting the new contract expiration date.

### C. ADMINISTRATIVE FEE

DGS charges the users of this MSA an administrative fee. The DGS administrative fee is a specified percentage of contracted services. DGS annually sets the percentage for the administrative fee. Agencies using this MSA should check the DGS website for current rates. Local agencies must agree to the State's administrative fee.  
<http://www ofs.dgs.ca.gov/Price+Book/P/Purchasing.htm>

#### **D. SMALL BUSINESS PREFERENCE**

Neither the Contractor, nor the subcontractor(s), is certified as a California Small Business.

#### **E. DISABLED VETERAN BUSINESS ENTERPRISES (DVBE)**

A 3% DVBE subcontractor has been identified for purposes of this MSA:

Chris Voors, SDV Telecommunications, Inc.

124 Clydesdale Ct., Suite C / Grass Valley, CA 95945 (530) 271-0382

## **SECTION II**

### **ORDERING PROCEDURES FOR STATE AND LOCAL AGENCIES**

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#### **I. STATE AGENCY INSTRUCTIONS**

In addition to procedures delineated in these user instructions, requirements contained in the DGS/PD Purchasing Authority Manual (PAM), State Contracting Manual, and the ordering agency's internal contract procedures must be complied with.

##### **A. Authority to Use the MSA**

Departments should use this MSA in accordance with SAM 4800. Departments/Agencies must have DGS PD approved IT purchasing authority for MSAs. Contracts executed under this MSA may not exceed the approved dollar threshold noted in the department/agency purchasing authority. Refer to Chapter 1 of the Purchasing Authority Manual (PAM) for additional information regarding purchasing authority.

##### **B. Competition & Advertising**

Ordering agencies are not required to solicit multiple offers nor post an advertisement in the State Contracts Register when executing contracts under this MSA.

##### **C. Order Limits/Dollar Thresholds**

Contracts may not exceed \$1,500,000 in accordance with MM 08-05, and without an approved Leveraged Procurement Agreement Exemption Request form. The total contract value shall be based on the cumulative value after including any amendments (i.e., a \$1,450,000 contract plus a \$60,000 amendment shall be considered a \$1,510,000 contract, and subject to the requirements accordingly)." Pursuant to PCC Section 10329, willfully splitting a single purchasing transaction into a series of transactions for the purpose of evading the bidding requirements or to circumvent dollar thresholds is prohibited.

##### **D. Preparation of Contract**

- 1) **CONTRACT LANGUAGE** - In accordance with all applicable contracting procedures, use the State Standard Agreement (Std. 213-IT) and Agreement Summary (Std. 215), regardless of dollar amount, to initiate and execute a contract under this MSA. Incorporate this MSA number by reference on the Std. 213 by inserting this clause on your 213 cover sheet: "MSA #\_\_\_\_\_ is hereby incorporated by reference and made a part of this agreement."
- 2) **SCOPE OF WORK** - Ordering agencies must include a Scope of Work for each contract. The Scope of Work should identify the specific services being ordered. A departmental contract manager/project representative should be identified in this Exhibit as well.

- 3) BUDGET, INVOICE, AND PAYMENT PROVISIONS - Ordering agencies must include Budget, Invoice, and Payment Provisions. While there is no need to duplicate the MSA contract language on this topic, do include those cost details specific to the contract between the ordering agency and the MSA Contractor. These provisions should also include information on where, to whom, and how often the invoices will be submitted.

#### **E. Contract Approval**

The contract executed between the ordering agency and the MSA contractor should be completely approved and executed prior to the start date of the contract. *Please allow ample processing time to avoid late contracts.* Departments/agencies may not authorize work/services under an MSA until the department/agency contract with the MSA contractor is fully approved and executed (including DGS/OLS or PD approval if required).

#### **F. File Documentation and Other Applicable Requirements**

Refer to PAM Chapter 6 for more information regarding the required MSA file documentation.

## **II. ORDERING INSTRUCTIONS FOR LOCAL AGENCIES**

Local agencies utilizing this MSA:

- 1) Agree to all operational terms and conditions.
- 2) May use the STD 213 and STD 215 to initiate orders or use their own order document (PO's).
- 3) Are required to submit a copy of their ordering documentation to the MSA Contract Administrator.

## SECTION III

### FORMS

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#### A. Std. 213 Standard Agreement

<http://www.documents.dgs.ca.gov/pd/modellang/std-213.pdf>

In the event the above link is problematic, this form is found on the OLS main website at:  
[www.ols.dgs.ca.gov](http://www.ols.dgs.ca.gov)

#### B. Std. 215 Agreement Summary

<http://www.documents.dgs.ca.gov/ols/CONTRACTING%20INFO/STD215%20Rev%204-2002.doc>

In the event the above link is problematic, this form is found on the OLS main website at:  
[www.ols.dgs.ca.gov](http://www.ols.dgs.ca.gov)

#### C. LPA File Documentation Checklist

<http://www.documents.dgs.ca.gov/pd/delegations/FildocLPA.pdf>

In the event the above link is problematic, this checklist is found in Chapter 6 of the Purchasing Authority Manual. Below is a link to the manual: <http://www.pd.dgs.ca.gov/deleg/pammanual.htm>.

\*Please note, these references may not as yet have incorporated the changes made under MM 08-05.

#### D. Request to Exceed \$1,500,000 Limit

MSA transactions with an estimated value in excess of \$1,500,000.00 must have *prior* DGS/PD approval. Departments must submit all exemption requests for review and approval to DGS/PD/PAMS.

Visit the PAM website for further instructions:

<http://www.pd.dgs.ca.gov/deleg/PAMchapter06.htm#6f27>

Link to access form: <http://www.documents.dgs.ca.gov/pd/delegations/LPAER.doc>

\*Please note, these references may not as yet have incorporated the changes made under MM 08-05.

## COSTS FOR PUBLIC PAYPHONES RELATED SERVICES

(Category 1 for Statewide and Category 2 for CDCR)

RELATED SERVICES COST WORKSHEET		
<b>Labor Cost for New Telephone Equipment Installation (With Prior State/Agency Approval Only)</b>		
Labor Cost for New Installations (Unit Cost per Location*)	\$ 250.00	
<b>Labor Cost for <u>New</u> Enclosure Installation (With prior State/Agency Approval Only)</b>		
Labor Cost for Installation of Enclosures – (Wall mount, pedestal, booth, flush mount or trailer)	\$0.00	
<b>Labor Cost for Relocation/De-installation of Telephone Equipment (With prior State/Agency Approval Only)</b>		
Labor Cost for Relocation/Deinstallation of Pay Telephones	\$ 250.00	
Labor Cost for Relocation/Deinstallation of Enclosures	\$ 0.00	
<b>Monthly Preventive Maintenance and Repair Costs</b>		
Preventive Maintenance and Repair Service for Telephone Equipment - Monthly Rate (One to ten telephones per location*).	\$ 100.00	
Preventive Maintenance and Repair Service for Telephone Equipment - Monthly Rate (Eleven or more telephones per location*).	\$ 75.00	

**Revenues:** The Contractor will credit 100% Coin, Operator Services, and Per Call Compensation revenues toward any Pay Telephone's monthly maintenance cost. Twenty percent of revenues in excess of the \$100 will be commissioned back to the user agency.

\* **Location:** Shall be defined as all telephones contained within a building, camp, park, or institution. If a location contains 1-10 telephones, the State will be charged \$100.00 per month per telephone. If a location contains 11 or more telephones at a location, the State will be charged \$75.00 per month per telephone.